



PR-2023-0310-103673



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 150-4-1535-2023-2-0-1

Dept./Office: PCC

PR No.: TF-2023-03-00375

Date: 03-10-2023

Section/End-User: Mariles V. Bulawan

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: PCC-407

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500ml	btl's	5	125.00		625.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	3	650.00		1,950.00
Specification: 75% alcohol solution						
3	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: <ul style="list-style-type: none"> • Line Weight: 0.5mm • Ink Type: Oil gel Ink 						
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	220.00		1,100.00
5	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	30	150.00		4,500.00
6	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
7	Detergent Soap, Powder, 500g	packs	30	60.00		1,800.00

Specification:

Detergent Soap Powder with Antibacterial, 500g

8	Envelope, Expanding, with garter tie, blue, long	pc	60		15.00		900.00
9	Folder, File, Long, 14pts, White	piece	150		10.00		1,500.00
10	Folder, Ordinary, A4	pcs	150		7.00		1,050.00

Specification:

Folder, Ordinary, A4

11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50		200.00		10,000.00
12	Paper Board, 180gsm White LONG, 50sheets per packs	pack	12		250.00		3,000.00
13	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	6		250.00		1,500.00
14	Pen, Sign, 0.4mm, Gel type, Black	boxes	2		300.00		600.00

Specification:

Pen, Sign, 0.4mm, Gel-type, Black

15	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2		120.00		240.00
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Specification:

?Attr: Pencil Medium #2 with black lead
?Color: Yellow
?Packaging Size: 12 pencils per box

16	Permanent Marker, Black, Broad tip, 12pcs	boxes	2		700.00		1,400.00
17	Permanent Marker, Blue, Broad tip, 12pcs	boxes	2		700.00		1,400.00
18	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3		35.00		105.00
19	Record Book, 200 Pages	piece	20		90.00		1,800.00
20	Soap, Hand, 60g per pack	Sachet	10		25.00		250.00
21	Tape, Duct, 2" x 25m, Black/Grey	rolls	5		180.00		900.00
22	Tape, Masking, 1" x 25 yards	rolls	10		48.00		480.00
23	Tape, Masking, 2" x 25 yards	rolls	4		95.00		380.00
24	Tape, Transparent, 24mm x 50m	rolls	4		120.00		480.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	16		204.00		3,264.00

TOTAL**40,624.00**

Purpose: For center operation use

Checked by:		Funds Available:	
 JED ASAPH D. CORTES		 NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARILES V. BULAWAN	FRANCISCO G. GABUNADA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU